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22 September 1988

MEMORANDUM FOR: Chief, Information & Management Support Staff,  
OL

25X1 FROM:

Chief, Facilities Management Division, OL

SUBJECT: Synopsis of FY 1988 Significant Activities

REFERENCE: Mtplr Adrse Memo dtd 26 Aug 88 fm C/IMSS/OL,  
Subject: Reminder of Current and Upcoming  
Planning Requirements

Tony:

Attached is the synopsis of FMD's FY 1988 activities. If you  
have any questions or need additional information, please contact

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ATTACHMENT

OL 10308-88

FY 1988 ACTIVITIES  
FACILITIES MANAGEMENT DIVISION

HEADQUARTERS CONSOLIDATION STAFF (HCS)

1. At the conclusion of FY 88, the Original Headquarters Building (OHB) Backfill Program had approximately 25 projects in various stages of design, bidding or construction. Among the significant activities completed this year were the following:

a. Designs were completed and Construction contracts were awarded for Sprinklers and Chilled Water Risers. The Penthouse and Basement Sprinkler projects are in the design procurement phase and will be awarded in FY 89.

b. Construction was completed on the station electrical grounding project and construction is underway on the first of four electric vault expansions. The construction contract for the upgrade to the "D" Vault electrical distribution system was also awarded and the Utility Closet Expansion, Fire Alarm System and Medium Voltage Distribution projects are in the design phase.

c. Designs were completed and construction contracts were awarded for the computer room renovations in GC03 and 1D16 and for the first of the major office renovations, the move of the Office of Imagery Analysis (OIA) from  to Headquarters.

d. Designs for two major multi-year contracts were completed this year and a contract was awarded on one to supply raised access flooring for all office and computer room renovations. The other project, to replace all the OHB windows with energy efficient, tinted, double-glazed windows, will be awarded in early FY 89. Both of these contracts will extend over the entire 6-year period of the Backfill Program. Other construction contracts awarded this year include an office renovation for the 5F and 3E corridors and a Utility Monitoring and Control System.

e. The asbestos survey for the entire OHB was completed and an overall Asbestos Abatement Master Plan for the Backfill Program was initiated. In addition, contract documents were completed for seven asbestos removal contracts and contracts were awarded to remove asbestos in GC03 and the 4G corridor.

f. Design contracts were recently awarded for the 1A and GA corridor renovations and C Vault Riser upgrade. Preliminary planning and requirements definition have started on the DI/SOVA, DI/EURA and DA/EDR renovations.

2. Move Schedule - Successfully completed moves for OTS, OSWR, NESAs, and OEA (see item 37 for details).

3. Refinement of requirements and completion of design work for new occupants continue in concert with the Master Move Schedule.

4. Joint scheduling meetings are conducted biweekly with OIT and OS to coordinate all construction and device installation in accordance with the approved move schedule.

5. Continuing coordination of furniture acquisition, scheduling, and placement.

6. Scheduled PTI support for removal and disposal of furnishing after relocation.

7. Conducting pre-move, during-move, and post-move briefings for customer information.

#### OPERATIONS

##### Design Branch (DB)

8. DB has spent most of the year working on Integrated Logistics Support Program (ILSP) directed renovations for occupants of the New Headquarters Building (NHB). Several small renovations for the DI/Management, Planning and Services Staff, as well as the Offices of Scientific and Weapons Research, East Asian Analysis, and Near East and South Asian Analysis, were completed in DB. In addition, several large renovation projects totalling over 250,000 square feet of office and laboratory space for over [ ] employees were undertaken through various contract Architect-Engineering (A-E) firms. These included renovations for the Office of the General Counsel, the Inspector General, the Office of Technical Service laboratory space, the DO/African and Soviet East European Divisions, and the Offices of Information Technology and Personnel within the Directorate of Administration.

9. DB was delegated the responsibility of working with Smith, Hinchman & Grylls to complete the design for the expanded West A Parking Lot. The design for this project has been completed, and a construction contract for approximately \$2,375,000 has been awarded.

10. DB has been working on the design of office space for the Counterintelligence Center (CIC) since its inception. Three phases have already been completed: redesign of 800 square feet for the support staff, expansion of a Wang Computer Room, redesign of 2,800 square feet in the CIC front office, and design of 4,100 square feet of office space on the Second Floor, South Tower of the NHB. The last phase, redesign of 11,000 square feet of office space in the 2B Corridor of the Original Headquarters Building is currently in the planning stage.

11. The Interior Design Staff (IDS) arranged the following shows in the FAC Exhibit Hall, 1D Corridor, Headquarters: Employee Craft Show, Employee Art Show, The Growth of the United States COMSEC; 1900-1945, Blacks in the Military, Women Look at Women, Employee Photography Show, OSS Artifacts, Celebrating the Spirit: An Olympic Commemoration, A New Deal for American Art; 1933-1943 and Artists from the Southwest.

12. A poster exhibit of WPA NEW Deal Art was arranged in the Executive Dining Room.

13. A permanent exhibit of historical material depicting the Langley/McLean area from colonial times to the early 1900's was designed and installed at the Headquarters Visitor Control Center under the supervision of the IDS.

14. A brochure supplementing the Camp Griffin and Battle Hymn of the Republic exhibit was composed, published and placed for continuous distribution in the Auditorium lower lobby.

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15. Stars and the names of William F. Buckley and [redacted] were added to the Memorial Wall and Book of Honor in the Headquarters Lobby.

16. The marble dedication tablet and a DCI bas-relief plaque were mounted inside the West Entrance.

17. A bronze plaque memorializing air crews and ground support personnel of Air America, Civil Air Transport, Air Asia and Southern Air who died in Asia was created and installed at Headquarters with IDS supervision.

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18. Interior design projects were completed for the DCI conference room, garage reception and EOB office, Inspector General, Office of General Council, [redacted] A public areas and the new [redacted] buildings.

19. A program for color accenting walls and installing special planter boxes and plants in New Headquarters Building offices was developed and implemented by the IDS.

20. A New Headquarters Building sign system consisting of a numbering layout, "You are here" signs for elevator and escalator landings, and intersection directionals was produced and installed by the IDS.

21. The Interior Design Consultant inspected and approved the life size bronze statue of Major General William Donovan, which will be dedicated in October 1988.

22. The Fine Arts Commission (FAC) participated in the GSA Art in Architecture program selection of artists to create public

23. The FAC accepted the gift of Hexagon, a painting by Hilary Hynes, from an employee for permanent display in the auditorium lobby.

#### Engineering Branch

24. Completed installation and testing of the 7-generator, 22-Megawatt standby generation and load management system for the Headquarters compound.

25. Established a CADD database to develop over 1200 record documents which represent all major building and utility system for the Headquarters compound.

26. Developed a computerized electrical panel program that models the electrical loads on all the panels, risers, switchgear, and transformers in the compound.

27. Developed a computerized program to list all major Engineering Branch assignments, priorities, project officer, with multiple sorting capabilities.

28. Performed site evaluation, revised the master plan, and developed contract document for relocating the Child Day Care Center at the Scattergood-Thorne property.

29. Developed a specialized "first of a kind" Scope of Work to issue as Agency supplemental contracts to five A-E firms to provide quick reaction technical response to the Agency.

30. Developed a new DICON Award Fee Contract Scope of Work that will significantly improve their technical and management response to Agency requirements.

31. Developed a design to reconfigure the medium voltage connection in the New Headquarters Building which drastically improved the reliability and safety of the power system.

32. Established a computerized tracking and reporting systems for the Allied semi-annual and monthly reports. The new system focuses on the responsibility for action on the Engineering Branch or Allied Project Officer and expedites resolution of the technical issues.

33. The number of A-E firms that work on a regular basis with the Agency has increased from two firms in 1987 to eight firms in 1988. This has significantly increased technical depth and response time within Engineering Branch.

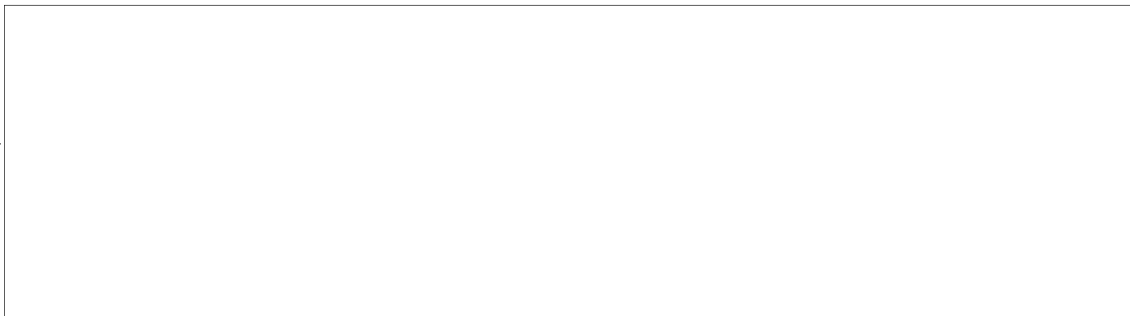
34. Renovation Projects:

- The Northside and the Southside building-to-building rooms for OIT to connect Original Headquarters Building (OHB) and New Headquarters Building (NHB).
- The second and third floor computer rooms, NHB, for OIT.
- Room 1D40, OHB, for OMS

35. Design/Construction Projects:

- Surveyed the Headquarters compound property and installed visible, concrete markers. Installed a fence along the property line along Savile Lane.
- Completed design to install a jogging track on the Headquarters grounds.
- Completed approximately 40% of the first floor re-roofing project consisting of 135,000 square feet.
- Replaced the main entrance sidewalks, OHB.
- Re-wired NHB for fit-up for new occupants.
- Identified leaks in the south side chilled water line and selected an A-E to design for replace/repair of the line.
- Cleaned up a major PCB spill at the Hammermill Building.
- Installed a natural growth barrier (killer thorns) at the main entrance for OS.
- A contract was let to study the Hammermill's explosion suppression system.
- Replaced heating coils in major HVAC units.
- Installed bullet resistance glass in the Visitors Control Center.
- Repaired and cleaned marble walls and columns in the foyer of the main entrance, OHB.
- Re-roofed the main and guest houses, Scattergood-Thorne property.
- Installed a lawn sprinkler system in the central court yard, OHB.

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- Planned and supported "OIT SMOOTH MOVE" (Move of the [redacted] Center to NHB).
- Planned and supported "OIT SMOOTH MOVE II" (Move of GE40-78 to the NHB).
- Supported and participated in the planning of 14 special ceremonies.

### SERVICES

#### Building Services Branch (BSB)

##### 37. Large Office Moves into the New Headquarters Building:

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a. OTS (25 Jun - 30 Jul 88): Moved approximately [redacted] OTS personnel and equipment from South, Central and East Buildings,



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b. OSWR (8 - 18 Aug 88): Moved approximately [redacted] OSWR personnel and equipment from the OHB to the NHB. This consisted of large number of classified boxes, equipment for the equipment rooms and office furnishings.

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c. NESA (26 - 27 Aug 88): Moved approximately [redacted] NESA personnel and equipment from the OHB to the NHB. This consisted of approximately 1500 boxes, equipment and office furnishings.

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d. OEA (9 - 10 Sep 88): Moved approximately [redacted] OEA personnel and equipment from the OHB to NHB. This consisted of 1522 boxes, equipment and office furnishings.

##### 38. Large Component Equipment and Supply Moves:

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a. OIT [redacted] Center Move (27 - 29 May 88): This move involved approximately 85,000 classified tapes and 260 pieces of heavy computer from GC-03, OHB to 1st, 2nd, and 3rd floor computer

movers and 25 BSB escorts on the 27 May 4-12 shift, around clock N. Dock coverage for 27, 28, & 29 May. It was an excellent demonstration of the Agency's ability to move sensitive equipment via E.I. Kane, the Agency moving contractor. It was also noted as being the largest move of this kind at one time.

b. OIT North Computer Center (3 Sep 88): This move involved approximately 184 pieces of equipment with a total weight of 70,000 pounds being moved from GE-40/GE-78 OHB to the 1st, 2nd, and 3rd floor computer centers NHB. This move began at 0030 hours and was finished at 0600 hours. There were 14 E.I. Kane movers, 2 BSB supervisors, and also 15 escorts to augment the OIT escort.

c. Mercury Program Office/OC (5 - 6 Aug 88): This move consisted of 127 pieces of communications equipment with 5 pieces weighing 800 lbs. each, 30 safes, 900 boxes, and approximately 600 pieces of office furnishings. [redacted]

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d. OC/FND/TLG (21 - 24 Jun 88): This move consisted of 33 tractor trailer loads of equipment, boxes, furniture, etc., for an estimated weight of 594,000 lbs. There were 479 pieces of communication equipment, 1661 boxes, 210 workstations, 310 miscellaneous items. This office supports a worldwide communications system and has a large inventory of communications gear and parts to ship worldwide, test labs, and one piece of "one of a kind" equipment.

e. US Networks Division, Contel & CSG/OIT (24 Jun 88): This move consisted of approximately 500 pieces of office furnishings and 400 boxes from the 1C corridor of the OHB to the NHB computer center. [redacted] relocated the communications equipment.

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f. Office of SIGINT Operations (8, 15 - 17 Sep 88): This move consisted of approximately 90 workstations with approximately 1200 boxes, 40 safes, 200 pieces of equipment, 400 pieces of office furnishings. This move was all within the [redacted] building and will enable OSO to move other segments into the [redacted] building since they have acquired the second half of the building on both floors. There is no elevator in this building (1 slow lift) and the boxes and small pieces of office furnishings were moved by the stairway.

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g. Carpet Tile Relocation (13 - 15 Feb 88): This move consisted of approximately 25 tractor trailer loads of skids of carpet tile being relocated from the Hqs parking garage to the basement of the NHB. Despite the bitter cold causing some equipment failure, this move was finished in 2 1/2 workdays over the George Washington holiday.

### 39. Customer Service Innovations:



Logistics and Administrative Officers and calling cards with respective telephone numbers for branches within FMD Services.

b. Customer Services Representative for each Services Branch to record pertinent information for each complaint including action taken and to provide a followup call to ensure customer satisfaction.

c. Canvassing of all the Agency directorates (Administrative Officers, Logistics Officer, and senior secretaries) concerning administrative supply needs for the present and future (including the outlying buildings).

d. Locally purchased approximately \$12,000 worth of administrative supplies to keep supply rooms stocked, especially with items that were with long lead times from GSA.

e. Move Handbook - This booklet was designed for the user (non-logistics type) to have pertinent move requirements and responsibilities (both customer and support components) at their fingertips complete with telephone numbers for the support components. It also gives a step-by-step procedure for offices that are moving from the beginning to the end.

f. Communications Panel - Designed to facilitate communications especially from the rank and file (both from Managers down and the lowest position up). This has given an avenue for suggestions for better ways of doing things, keeping the managers informed of daily events, and keeping all personnel informed of new actions within the Office of Logistics.

g. Orientation and Training of Supply Officer Trainees - This is designed to give each new SOT'er a short period of orientation, training, and meeting the personnel within Services. The trainee has a better idea of support offered, what he can do to work with Services, and the personnel that he is dealing with.

h. Meetings with Supply Management Branch, Procurement, IDSB, Small Purchases Branch - These meetings were called to get support from the main support sections of Logistics  stock items and to consolidate requirement contracts for certain administrative items and ADP items.

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Mail & Courier Branch (M&CB)

41. Revised newspaper distribution procedures were put into effect, reducing the number of distribution points by 68%, from

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42. Established a dedicated courier run for the delivery of routine cable traffic in support of the Directorate of Operations (DO). Incident to the dismantling of the pneumatic tube system within Headquarters, DO requested M&CB to provide special courier service to and from DO Information Service Centers (ISCs) and OIT Communications Center, specifically for the distribution of cables in a timely fashion.

43. M&CB held discussions with senior representatives from most of the ISCs/Registries located within Headquarters Building and with customers located outside of Headquarters. The ISCs/Registries are very pleased with the service provided by M&CB. With few exceptions, they have no desire to see M&CB increase the number of mail runs within Headquarters from two runs per day to three runs per day. They did identify a need to move small quantities of time critical mail. As a result, M&CB has submitted a proposal to address a means of meeting this requirement.

44. Established a customer service bulletin to be distributed to all M&CB customers for the purpose of passing on information that is both interesting and informative.

45. In July, M&CB commenced service to OIT Information Services Center in the New Headquarters Building located in 2S83 (second floor, North tower, NHB). This was the first ISC to be opened for service in NHB.

46. In August, M&CB commenced service to 5S09 in the NHB. This ISC supports components of the Office of Scientific and Weapons Research, DI.

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50. M&CB made special arrangements relative to the regular delivery of certain time sensitive items from National Security

51. M&CB launched an internal training program whereby junior personnel are assigned to selected external document distribution runs (DDR) in order to gain familiarity with those DDRs. This program will provide M&CB with the flexibility it needs in order to compensate for future personnel shortages, and will ensure that those shortages are transparent to the customer.

52. M&CB sent two couriers on Office of Logistics Flying Squad assignments. One went to [redacted] and the other was assigned to Office of Information Technology.

Motor Pool Branch

55. Five major snow emergencies were handled this winter with transportation provided to essential employees and managers.

56. MPB stock inventory of automotive supplies and parts was automated this year with implementation of a computer-based stock inventory.

STATISTICS

57. To be provided at a later date.

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Interior Design Staff

Form 88's reviewed, edited, and approved	1,770
Production and distribution of door signs	770

Acoustic screen and modular furniture orders processed:

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	work stations	
529	enclosures	

589,676